



Musicology Master of Arts (M.A.)/Doctor of Philosophy (Ph.D.) Graduate Guidebook

UCLA

Herb Alpert
School of Music

Welcome Musicology Graduate Students!

As a training-ground for the next generation of adventurous, inventive music scholars, our Ph.D. program develops students' creative and critical voices in a wide variety of chosen subfields; provides them with rich opportunities for establishing intellectual and professional networks; and gives them pedagogical training and experience second to none. Our graduate seminars explore topics and theories from musical Nationalism to the history of improvisation, musical camp to Dufay, opéra-comique to hands-on explorations of "public musicology." Current graduate research interests include (but are by no means limited to!) David Bowie, Soviet music theory pedagogy, early modern anglophone devotional poetry and song, proto-punk musical experimentalism, music as cultural diplomacy during the Pan American era, 17th- and 18th-century operatic adaptations of Shakespeare's works, music in marginal cinemas (horror, slasher, etc.).

As you embark on your academic journey in our Ph.D. program, we encourage you to take full advantage of the resources and opportunities available. This guidebook is designed to help you navigate the program and make the most of your time here. Whether you are engaging in research, collaborating with peers, or exploring new musical frontiers, we are confident that your experience will be both challenging and rewarding. Welcome to a vibrant community where creativity, scholarship, and innovation are at the heart of everything we do.

We look forward to supporting you every step of the way.

— Department of Musicology

Department of Musicology Mission Statement

The mission of the UCLA Department of Musicology is to make the world better—and better understood—by fostering transformative critical engagement with music and musical practices.

We define music as broadly as possible, understanding music not only as text, sound, communication, and social structures, but also as energetic and material practices. Construing musicology as a humanistic endeavor, we seek to integrate musical/cultural theory and analysis; historiography, ontologies, and epistemologies; hermeneutics and ethnography; and critical, experimental, and creative practices.

Core activities in support of this mission include creating and maintaining a world-class independent faculty of music research scholars, and training and mentoring the next generation of musicologists, whether destined for academia or for careers outside it. We do so by offering the PhD in Musicology as well as an undergraduate major and minor in Musicology, which share curricular elements and core practices with Music Industry, Ethnomusicology, Performance, Composition, and Music Education programs in the Herb Alpert School of Music.

The Department of Musicology provides a broad range of course offerings from early music through contemporary music styles such as blues, Motown, musical theater, contemporary and experimental opera, film music, rock, punk, and EDM. Our curriculum engages important and timely topics such as music's relation to politics, gender, identity, race and ethnic studies, trauma studies, disability studies, voice studies, data science, and sound studies. We advance this range of perspectives through all our activities, in research centers and conferences, and through named lectureships, student publications, community engagement, and musical performance, the latter through the department's Early Music Ensemble and other offerings in the School.

Members of our faculty

- Share appointments in Ethnomusicology, Music Industry, Disability Studies, LGBTQ Studies, and the Division of Humanities.
- Lead the Lowell Milken Center for Music of American Jewish Experience, the Practice-based Experimental Epistemology Research Lab (PEER Lab), and the UCLA Center for Musical Humanities.
- Engage in community-engaged work, advising nonprofit organizations and projects such as the Marshallese Educational Initiative and Orchestra Santa Monica's We Gather: Black Life in Santa Monica, told through Music, Visuals, and Narrative, and Pacific Sound and Vision.
- Are active as public intellectuals in greater Los Angeles, lecturing for LA Opera's public interfaces, hosting the Punkast Series podcast, and appearing with other groups.
- Have won major awards such as the American Musicological Society's Otto Kinkeldey, Alfred Einstein, Ruth A. Solie, Philip Brett, and Noah Greenberg Awards, the George Jean Nathan Award for Dramatic Criticism, the Edie Turner First Book Prize in Ethnographic Writing, and the Natalie Zemon Davis Prize of the Sixteenth Century Society.

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Action Items for Incoming Students

Before School Starts

If you are a California resident, plan to arrive in Los Angeles by mid-September. If you are a non-resident, plan to arrive by September 1.

Foreign Language Requirement

You will be required to demonstrate proficiency in a foreign language. Begin thinking now about what would best benefit your studies and how you may want to fulfill this requirement. Since there are a few different ways of fulfilling this, it's important to strategize early.

Residency

If you are a U.S. citizen but not a California resident, you must make an appointment to visit the Residency Deputy in 1105 Murphy and/or consult the [website](#) to prepare to establish California residency. You will need to begin establishing legal ties to California in order to attain residency, and the Residence Deputy will direct you on this process.

Contact Information

When you arrive, be sure to update your mailing address, phone contact, and email address information on your MyUCLA. Our office will rely on this contact information in order to reach you, so please be sure it is accurate.

Financial

Set up [Bruin Direct](#) to have the balance of your BruinBill account deposited directly into your checking account. Check your BruinBill Billing and Accounts Receivable (BAR) account regularly. Pay bills by the 20th of each month to avoid holds. Typical charges you might see will be Arthur Ashe Student Health & Wellness Center charges and library fees.

Fall Welcome

You will be asked to attend an informational Welcome with the department's Chair, Director of Graduate Studies (DGS), Student Affairs Officer (SAO), and Chair's Assistant a few days before school starts. Bring your questions about any aspect of the graduate program, including any immediate issues or registration concerns.

English as a Foreign Language (ESL)

If you are a non-native English speaker, please review the [guidelines](#) for UCLA's English requirements.

If your graduate admissions checklist states you have to take the ESL Placement Exam (ESLPE), please do so in the Fall or Winter quarter of your first year. Your graduate admissions checklist can be found in your Graduate Admissions Portal.

In addition, please review the guidelines for the [Test of Oral Proficiency \(TOP\) exam](#). The Exam should be taken in Spring of your first year.

Reminders for Incoming Students

Teaching Assistantship

All students who will be TA-ing for our department are required to take Musicology 495 (Introductory Practicum for Teaching Apprentices), which provides the foundation for our proud history of teaching excellence. Our teaching assistants have won departmental and university- wide awards and have gone on to excel in teaching post-graduation.

Please note that if you work over 50% on campus, you will need to see your SAO about putting an Authorization to Work over 50% form on file, which must be approved by the Department Chair. You should also be aware that students are limited to 12 quarters of TA-ing, but may go up to 18 quarters after they ATC with an approved exception through Graduate Division.

Cultivate Relationships

Remember that you will need to cultivate a relationship with at least one faculty member outside the department who can serve on your doctoral committee, so keep an eye out for relevant seminars outside of musicology. Ask your SAO for more details on doctoral committee regulations.

Copyright

Please be sure to protect your work. If you have any questions about copyrights, licensing, or anything related to the ownership and protection of your work, please contact the Copyright & Licensing Librarian, Martin J. Brennan at martinjbrennan@library.ucla.edu or (310) 206-0039.

Institutional Review Board (IRB) Human Subjects

First, determine if the activities meet the federal definition of “research” involving “human subjects”. Any research that involves either the participation of human subjects or the use of human biological specimens, medical charts, or databases with identifying information about humans is considered to be human subject research and requires review.

For information on the application process and University Policy regarding Human Subjects, please visit <http://ohrpp.research.ucla.edu>.

Administrative Structure

Academic Senate, Graduate Council, and Graduate Division

It is important to understand the overall structure of graduate-study at UCLA in order to better understand the program and the resources available to you.

The UCLA Academic Senate operates as a legislative body and a system of appointed, faculty-run committees for UCLA, one of which is the Graduate Council.

The Graduate Council creates policy for all graduate education at UCLA and comprises twenty faculty members, four graduate student representatives (appointed by the Graduate Student Association), Graduate Division deans, directors, and principal staff. This council recommends changing or creating degree programs and periodically reviews and evaluates all graduate programs of study.

The Graduate Division is responsible for executing the policy set by the Graduate Council and for the overall quality and progress of graduate education on campus. This includes the program requirements on the following pages. Throughout your time here, you will interact with the Graduate Division on funding, degree milestones, and the awarding of your degree. You've already worked with them through the admissions process.

Our Musicology program requirements are crafted by the department and formalized through Graduate Division and the Graduate Council. As a result, our program is subject to the Graduate Division's Standards & Procedures, which are available on their website: <https://grad.ucla.edu>.

As a graduate student at UCLA, you may regard the program requirements and the Graduate Division's Standards & Procedures as your contract with the university.

Director of Graduate Studies

The Director of Graduate Studies (DGS) - is the faculty member who oversees the department's graduate program. In particular, the DGS—along with the Student Affairs Officer (SAO), and to some extent, the Chair—tracks graduate students' degree progress, encouraging timely progress, counseling students on when and how to schedule exams, and advising them in matters of professional development. The DGS guides students in their preparation for the Comprehensive exam and pays particular attention to the scheduling of and preparation for the Special Field Exam (Qualifying exam) and the Dissertation Proposal Defense, the timing of which varies according to students' topics and previous preparation. The DGS serves as graduate students' primary faculty advisor, and is available for meetings with students, until an advising relationship is officially established with the dissertation advisor. The DGS also participates with the Chair in the Fall orientation meeting for new students, sends end-of-year progress letters or participates in end-of-year meetings, and periodic Town Hall meetings, and is responsible for ensuring the offering of Musicology 495 (the Introductory Practicum for Teaching Apprentices). The DGS is authorized to approve student petitions requesting exceptions for which a clear precedent and a compelling rationale exist.

Administrative Structure

(Continued...)

Chair of the Department

The Chair of the department oversees all academic and funding aspects of the department, and supervises its personnel matters. The Chair works closely with the Director of Graduate Studies (DGS), the SAO, and faculty in the active recruitment of graduate students and participates in the new student orientation at the beginning of fall quarter, in the monitoring of student progress and well-being throughout the year, and in reviewing the year-end progress reports. All Graduate Division academic and funding petitions and exceptions must be reviewed and approved by the Chair.

Student Affairs Officer (SAO)

The primary functions of the Office of Student Affairs are to recruit, matriculate, retain, and graduate undergraduate and graduate students at The UCLA Herb Alpert School of Music. The Office of Student Affairs accomplishes these functions as part of the University's learning and teaching mission by creating an inclusive space that provides comprehensive academic advising, support services, and co-curricular opportunities to foster student success. As a member of the Office of Student Affairs, the Music Graduate Student Affairs Officer (SAO) provides guidance and support to Music Graduate students in areas such as monitoring degree progress, funding, scheduling exams, and academic advising. The SAO is also the liaison between students and the Graduate Committee. The SAO is responsible for bringing student petitions to the Graduate Committee for approval, as well as meeting with the Graduate Faculty Advisor to discuss students' academic progress.

Chair's Assistant

The Chair's Assistant serves as the department's course scheduler, events coordinator, and liaison to the Chair of Musicology. More specifically, the Chair's Assistant helps coordinate teaching and TA assignments for the academic year and teaching assignments for Summer Sessions, disperses teaching evaluations, facilitates departmental reimbursements, announces and helps organize student scholarships and fellowships, and supports departmental events, including those organized by graduate students.

Graduate Representative

The Graduate Representative is a current student in the program who regularly attends Musicology Faculty Meetings in order to communicate student needs to the faculty and to keep students in the program up-to-date on current happenings in the School and the department. The representative is elected each year by the graduate students, generally selected from among the third-year students.

Two Paths Towards the Ph.D.

It is assumed that all students will take the Comprehensive exam near the end of their second year; this is the default, or “full” path toward the Ph.D. If eligible, and if they request it, students may be awarded an M.A. at this point; for this reason, this exam is sometimes informally referred to as the M.A. exam.

Students who enter the program with a Master’s degree in Musicology or a closely related field, or have the equivalent of this preparation, may be permitted to take an “advanced” path. Such students would take their Comprehensive/M.A. exam during their first year in the program.

Please note that:

1. All students entering our program must take 200ABC.
2. Students who enter our program with an M.A. in Musicology or a closely related field will need to take (and pass) our Comprehensive Exam in order to move on to the Ph.D.



Program Checklist

Full Ph.D. Track

Introductory Sequence	Units
MUSCLG 200A: Introduction to Music Scholarship	6
MUSCLG 200B: Critical, Cultural, and Social Theory	6
MUSCLG 200C: Music Aesthetics, Analysis, and Philosophy	6

MASTER'S COURSEWORK

Graduate-Level Seminars	Units
Musicology 248 (or 252). Students may substitute up to 1 seminar from Ethnomusicology, ETHNMUSC 206: Integrating Theory w Ethnography.	
1.	4
2.	4
3.	4
4.	4
5.	4
6.	4

MUSCLG M201: Repertory and Analysis	Units
1. MUSCLG M201	2

MUSCLG M202ABC: Graduate Pre-Professionalization Course	Units
To be taken each quarter until Advancement to Candidacy.	1

DOCTORAL COURSEWORK

Graduate-Level Seminars	Units
Musicology 248 (or 252). Students may substitute up to 1 seminar from Ethnomusicology, ETHNMUSC 206: Integrating Theory w Ethnography.	
1.	4
2.	4
3.	4
4.	4
5.	4

MUSCLG M201: Repertory and Analysis	Units
1. MUSCLG M201	2

MUSCLG M202ABC: Graduate Pre-Professionalization Course	Units
To be taken each quarter until Advancement to Candidacy.	1

Advanced Ph.D. Track

Introductory Sequence	Units
MUSCLG200A: Introduction to Music Scholarship	6
MUSCLG200B: Critical, Cultural, and Social Theory	6
MUSCLG200C: Music Aesthetics, Analysis, and Philosophy	6

DOCTORAL COURSEWORK

Graduate-Level Seminars

Musicology 248 Selected Topics. Students may substitute up to 1 seminar from Ethnomusicology, ETHNMUSC 206: Integrating Theory w Ethnography.

	Units
1.	4
2.	4
3.	4
4.	4
5.	4
6.	4
7.	4
8.	4

MUSCLG M201: Repertory and Analysis	Units
1. MUSCLG M201	2

MUSCLG M202ABC: Graduate Pre-Professionalization Course	Units
To be taken each quarter until Advancement to Candidacy.	1



Year-By-Year Overview

Year-By-Year Overview

Below, please find a graphic that provides an overall view of what to think about each year you are in the program. The following pages provide more detail on these elements. Please keep in mind that every student's path is different.

	Fall	Winter	Spring
Year 1	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in 200A/other seminars (min. 12 units) Non-Native English speakers: ESL placement Enroll in 202 <p><u>PLAN:</u></p> <ul style="list-style-type: none"> Comprehensive Exam prep Research/apply for fellowship funding Be on the lookout for M201 	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in 200B/other seminars (min. 12 units) Comprehensive Exam prep Research/apply for fellowships and grants Enroll in 202 <p><u>Plan:</u></p> <ul style="list-style-type: none"> Be on the lookout for M201 	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in 200C/other seminars (min. 12 units), along with 495 Apply for CA residency if out-of-state student Research/apply for fellowships and grants Enroll in 202 <p><u>PLAN:</u></p> <ul style="list-style-type: none"> Fulfill foreign language requirement Be on the lookout for M201
Year 2	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in min. 12 units Check CA residency application Apply for GRMs Enroll in 202 <p><u>PLAN:</u></p> <ul style="list-style-type: none"> Comprehensive Exam prep Be on the lookout for M201 	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in min. 12 units Comprehensive Exam prep Enroll in 202 <p><u>PLAN:</u></p> <ul style="list-style-type: none"> GRM application Look into non-Musicology faculty to be on committee Be on the lookout for M201 	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in min. 12 units Comprehensive Exam Enroll in 202 <p><u>PLAN:</u></p> <ul style="list-style-type: none"> Look into/apply for dept. and School funding if presenting at conferences Look into non-Musicology faculty to be on committee Be on the lookout for M201
Year 3	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in min. 12 units/597 for exam prep <p><u>PLAN:</u></p> <ul style="list-style-type: none"> Take Special Fields Exam in Winter or Spring Be on the lookout for M201 	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in min. 12 units/597 for exam prep Take Special Fields Exam (or Spring) Enroll in 202 <p><u>Plan:</u></p> <ul style="list-style-type: none"> Be on the lookout for M201 	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in min. 12 units/597 for exam prep Take Special Fields Exam (or Fall of Year 4) Write Dissertation Prospectus Enroll in 202 <p><u>PLAN:</u></p> <ul style="list-style-type: none"> Appoint doctoral committee Dissertation Proposal Defense Be on the lookout for M201
Year 4	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in min. 12 units/597 for exam prep./599 for dissertation writing Write Dissertation Prospectus Take diss seminar Enroll in 202 <p><u>PLAN:</u></p> <ul style="list-style-type: none"> Appoint doctoral committee Dissertation Proposal Defense Apply to other funding sources 	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in min. 12 units/597 for exam prep./599 for dissertation writing Dissertation Proposal Defense Apply to DYF, after ATC Apply to other funding sources Enroll in 202 <p><u>PLAN:</u></p> <ul style="list-style-type: none"> Apply to DYF, after ATC Apply to other funding sources Dissertation defense and filing 	
Year 5	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in min. 12 units/597 for exam prep./599 for dissertation writing Write Dissertation <p><u>PLAN:</u></p> <ul style="list-style-type: none"> Apply to DYF Apply to other funding sources 	<p><u>DO:</u></p> <ul style="list-style-type: none"> Enroll in min. 12 units/597 for exam prep./599 for dissertation writing Apply to DYF Apply to other funding sources <p><u>PLAN:</u></p> <ul style="list-style-type: none"> Apply to DYF Apply to other funding sources Dissertation defense and filing 	

First Year

You must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as "Study List Deadline". If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.

FALL

Study List Deadline: [End of Week 2](#)

To Do

- **Required Courses.** You are expected to pursue full-time coursework of at least 3 seminars and 200ABC this year. To fill your 12 required units each quarter, you may take additional seminars, join ensembles across the school, take directed or individual studies with faculty, or start foreign language coursework if needed. You will need to take 202 every quarter and 201 once before your Comprehensive Exams.
- **Non-Native English Speakers.** If your admissions checklist states you have to take ESL Placement Exam (ESLPE), please do so in Fall or Winter quarter of your first year. In addition, please review guidelines for the TOP exam in order to be eligible to TA during your second year.

Plan Ahead

- **Comprehensive Exam.** Students entering with an M.A. in Musicology should expect to follow the "advanced" track, which entails taking their Comprehensive exam late in the Spring quarter. For those students eligible to be awarded an M.A. in Musicology, you will be required to submit 2 revised final seminar papers in late March of your first year. The questions will be made available by the end of the Fall quarter. For more information about the exam, see the Comprehensive/M.A. Exam section of this guide.
- **Career Planning.** Assume an active role in your career development now by attending departmental career planning events and seeking out resources across campus.

WINTER

Study List Deadline: [End of Week 2](#)

Plan Ahead

- **Funding.** You should consider applying for any and all fellowships for which you are eligible.
- **Comprehensive Exam.** Continue to prepare for the Comprehensive Exam if you are on the Advanced track.

SPRING

Study List Deadline: [End of Week 2](#)

To Do

- **TAs.** If you will be a TA next year, you are required to take the **495 Introductory Practicum for TAs in Musicology** offered every Spring. This will give you 4 units towards your 12-unit Study List.
- **Residency.** Begin to apply for California Residency (if you're eligible to do so) by contacting the Residence Deputy in 1113 Murphy Hall, 310-825-3447, residence deputy@registrar.ucla.edu
- **Comprehensive Exam.** If you are taking your Comprehensive exam this year, you will submit two revised final papers from UCLA Musicology seminars in late March. Near the end of Spring quarter, you will take a proctored 6-hour sit-down exam.

Plan Ahead

- **Foreign Language Requirement.** You should begin thinking about the foreign language requirement for your Ph.D. progress. For example, you may want to start coursework in Fall if you choose to satisfy with coursework. There are several ways to fulfill this as outlined on page 24, speak with your SAO if you have any questions.

Second Year

You must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as "Study List Deadline". If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.

FALL

Study List Deadline: [End of Week 2](#)

To Do

- **TAs.** Please note that the first day of the quarter is earlier than the first day of instruction. We recommend that you are available a week prior to your TA appointment, as it is understood that your faculty advisor will need you available for course preparation.
- **Residency.** If you are not already a California Resident, contact the Residence Deputy to check application or apply: 1113 Murphy Hall, 310-825-3447, residence deputy@registrar.ucla.edu

Plan Ahead

- **Comprehensive Exam.** For those students eligible to be awarded an M.A. in Musicology, you will be required to submit 2 revised final seminar papers in late March of your first year. The questions for the sit-down proctored portion of the exam will be made available by the end of the Fall quarter.

WINTER

Study List Deadline: [End of Week 2](#)

Plan Ahead

- **Funding.** You are encouraged to apply for yearlong GRMs through Graduate Division for your third or, possibly, fourth year. Please refer to Graduate Division's website for more information: <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/graduate-research-mentorship-program/>.
- **Comprehensive Exam.** Continue to prepare for the Comprehensive Exam if you are on the Full track.

SPRING

Study List Deadline: [End of Week 2](#)

To Do

- **Comprehensive Exam.** You will submit two revised final papers from UCLA Musicology seminars. Near the end of Winter quarter, you will take the proctored 6-hour sit-down exam.

Plan Ahead

- **Travel and Work.** If you are interested in presenting a paper at a conference, you have three funding options: Graduate Division's Doctoral Travel Grant, the Herb Alpert School of Music's Student Opportunity Fund, and the departmental conference funds. Details can be found in this guide on page 32.
- **Committees.** Begin cultivating a relationship with a faculty member who might act as your primary advisor, and a non-Musicology faculty member to serve as an "outside" member on your doctoral committee.

Third Year

You must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline”. If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.

FALL

Study List Deadline: [End of Week 2](#)

To Do

- **TAAs.** Please note that the first day of the quarter is earlier than the first day of instruction. We recommend that you are available a week prior to your TA appointment, as it is understood that your faculty advisor will need you available for course preparation.
- **Contact Info.** Update any contact information that’s changed on your MyUCLA.

Plan Ahead

- **Qualifying Exams.** You should arrange to take the Written Exam (Special Field Exam) during Winter or Spring. Now is a good time to start developing expertise in your chosen area of specialization. You may sign up for 597 units to prepare. More details on the Special Field Exam on page 27.

WINTER

Study List Deadline: [End of Week 2](#)

To Do

- **Qualifying Exams.** You may take your exams this quarter beginning with the Written Exam (Special Field Exam). You should also begin writing your dissertation proposal in anticipation of the University Oral Qualifying Exam (Dissertation Proposal Defense).

SPRING

Study List Deadline: [End of Week 2](#)

To Do

- **Qualifying Exams.** You may take your exams this quarter, beginning with the Written Exam (Special Field Exam). You should also begin writing your dissertation proposal in anticipation of the University Oral Qualifying Exam (Dissertation Proposal Defense).

Plan Ahead

- **University Oral Qualifying Exam.** This is also referred to as the “Dissertation Proposal Defense” within the department. There is more information in this guide on page 29.
 - Think ahead about the composition of your doctoral committee, which will be different from your SFE committee, you should have an idea of whom you will ask to serve on your Doctoral Committee for your University Oral Qualifying Exam. You are encouraged to take the University Oral Qualifying Exam in Fall of your fourth year, and you must constitute your committee at least one month prior. More information regarding committees may be found on page 28.
 - You must submit your advisor-approved proposal to your committee members at least 2 weeks prior to the exam. Practically speaking, plan to have this ready by the 6th week of Fall quarter in order to avoid deferring the exam to the next quarter.

Fourth Year

You must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as "Study List Deadline". If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.

FALL

Study List Deadline: [End of Week 2](#)

To Do

- **TAs.** Please note that the first day of the quarter is earlier than the first day of instruction. We recommend that you are available a week prior to your TA appointment, as it is understood that your faculty advisor will need you available for course preparation.
- **Constitution of Doctoral Committee.** You must appoint your committee before moving on to your University Oral Qualifying Exams.
- **University Oral Qualifying Exam.** Enroll in 597 units as you prepare for the University Oral Qualifying Exam. At this point, your Doctoral Committee should be officially approved by Graduate Division. Ideally, you will take this exam during the Fall quarter so as to be eligible for the Dissertation Year Fellowship nomination. You must be officially advanced to candidacy to be eligible for this nomination, which is due in March.

Plan Ahead

- **Dissertation Funding.** In the event you do not receive the DYF to fund you through filing, you are expected to research and apply for other funding sources. You are required to be a registered student in order to file, and the Department cannot guarantee support beyond the terms of your acceptance letter. If you have questions, please feel free to reach out to your SAO.

WINTER & SPRING

Study List Deadline: [End of Week 2](#)

To Do

- **Candidacy.** Once you have advanced to candidacy, you will enroll in 599 exam units to meet your 12-unit Study List minimum.
- **Writing and Planning.** Work with your Dissertation Committee Chair to develop a realistic plan for writing, revising, and defending your dissertation. You may also enroll in the Dissertation Seminar.

Plan Ahead

- **Final Oral Defense and Filing.** It's very important to keep in mind Graduate Division's most up-to-date protocols and deadlines for filing your dissertation. This should inform your timeline and effectively guide your use of resources. Please refer to their website: <https://grad.ucla.edu>.

Fifth Year – Final Oral Defense and Filing

EVEN NOW, you must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline”. If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee. You are required to be registered in order to defend and file.

FALL & WINTER

Study List Deadline: [End of Week 2](#)

To Do

- **Candidacy.** You will enroll in 599 exam units to meet your 12-unit Study List minimum.
- **TAs.** Please note that the first day of the Fall quarter is earlier than the first day of instruction. We recommend that you are available a week prior to your TA appointment, as it is understood that your faculty advisor will need you available for course preparation.
- **Writing and Planning.** Continue working with your committee chair to maintain a realistic plan for completing, revising, and defending your dissertation. You may also enroll in the Dissertation Seminar.

Plan Ahead

- **Final Oral Defense and Filing.** It is very important to keep in mind Graduate Division’s most up-to-date protocols and deadlines for filing your dissertation. This should inform your timeline and effectively guide your use of resources. You should also work with your Doctoral Committee to begin the scheduling process for your final defense. Consult with your advisor about the rules currently in place regarding remote participation in exams, and be sure that you are in compliance. Don’t underestimate how tricky this can be!

SPRING

Study List Deadline: [End of Week 2](#)

To Do

- **Candidacy.** You will enroll in 599 exam units to meet your 12-unit Study List minimum.
- **Final Oral Defense.** When you and your Dissertation Committee Chair agree that the work is ready for defense, you will confirm the scheduling with your committee.
- **Filing.** When your committee determines you have successfully defended your dissertation, you will move forward with Graduate Division’s filing procedures.

CONGRATULATIONS!



Degree Milestones

Full Ph.D. Track

Degree Milestones

M.A. in Musicology

M.A. Coursework

Master's Advancement to Candidacy (due Friday of Week 2 every quarter)

Comprehensive/M.A. Exam

Ph.D. in Musicology

Doctoral Coursework

Foreign Language Requirement

Qualifying Exam (Special Fields Exam)

Constitution of Doctoral Committee

University Oral Qualifying Exam (Dissertation Proposal Defense)

Doctoral Advancement to Candidacy

Final Oral Defense

Filing

Advanced Ph.D. Track

Degree Milestones

Master's-Level Milestones

Comprehensive Exam

Ph.D. in Musicology

Doctoral Coursework

Foreign Language Requirement

Written Qualifying Exam (Special Field Exam)

Constitution of Doctoral Committee

University Oral Qualifying Exam (Dissertation Proposal Defense)

Doctoral Advancement to Candidacy

Final Oral Defense

Filing

Timeline to Candidacy

This chart models optimal progress through the program.* Students entering with a M.A. in Musicology (or closely related field) typically conflate the first and second years as described here. Satisfactory progress through the program is one of the requirements for continuing graduate student financial support.

Year 1

- Full-time coursework (at least 6 courses)
- Spring: Teaching practicum (495)

Year 2

- Full-time coursework (5-6 courses)
- Late Spring: Comprehensive Exam

Year 3

- Winter or Spring: Language Requirement for Ph.D., then Written Qualifying Exam

Year 4

- Fall: University Oral Qualifying Exam
- Dissertation research and writing; Dissertation Seminar

Years 5-6

- Dissertation research and writing; Dissertation Seminar
- Final Oral Defense and Filing

*Average time-to-degree is closer to six years than to five, though some students entering with an M.A. have completed the Ph.D. in four years. Time will legitimately vary according to students' backgrounds, chosen topics, development of special language skills, etc. Typically, our funding packages last 4 or 5 years. We encourage students to be proactive about taking responsibility for this discrepancy, and we provide advice and support about funding options (see following pages).

Foreign Language Requirement

Students are normally required to master a language other than English as part of their doctoral studies. Students are informed of the language requirement upon admission to the program, and should designate their language as soon as they know their areas of specialization. If the student is working on a topic that does not evidently require foreign language skills, the student should consult the Director of Graduate Studies about the language most suitable to their program of study.

The methods for fulfilling the requirement may include, but are not limited to:

1. Completion of an appropriate level of language instruction
2. Passing a departmental language examination
3. Demonstration of previously acquired language skills through documentation or an examination.

Language proficiency must be demonstrated at the time of the scheduling of the University Oral Qualifying Examination for the doctoral degree, which in this department consists of a defense of the dissertation proposal.



Comprehensive Exam



Comprehensive Exam

The purpose of the Comprehensive exam is to provide students with an opportunity, under equitably structured circumstances, to demonstrate their readiness to pursue the PhD in Musicology, which is to say, to dedicate time, thought, and written practice toward the advancement of their disciplinary knowledge and intellectual development in the field. Because each student learns and studies differently, the responsibility for furnishing the study structure in preparation for the exam is up to them, although group guidance will be provided. The aim is for students to arrive at a thorough grasp of musicology's methodological and analytical tools and intellectual stakes, and be able to apply this understanding efficiently, confidently, and clearly in writing and discussion.

The exam committee assesses readiness through the students' revised seminar papers (when required), written responses to the essay topics, and finally, real-time discussion of their work. The essay topics, which are given to students as prompts, are meant to be used as guides toward the field's core knowledge, without foreclosing the ever-changing and interdisciplinary state of the field, or the students' own curiosity.

The department sees the exam as a unique opportunity for students to deepen their knowledge of musicology outside of their interest areas, even as they clarify the areas to which they most wish to contribute. Equally, the exam acts, for the faculty, as a checkpoint of the program's efficacy, allowing faculty to ensure that the offerings of the program are imparting the tools students need to create the highest quality scholarship.

Comprehensive Exam

Comprehensive Exam

(Continued...)

Description of the Comprehensive Examination:

Students take the comprehensive examination as they complete their course requirements, normally by the end of their sixth quarter. The examination is scheduled by the faculty for near the end of spring quarter and all second-year students normally take it together. However, students who enter with an M.A. in Musicology may, with permission of the faculty, choose to take the exam at the end of their first year.

The examination is intended to test students' skill at historical analysis, knowledge of a body of critical theory, interpretive and music analytical abilities, and the capacity for critical and reflective thinking, as evidenced in their writing and in discussion.

In anticipation of the examination, students will be given a set of 9 topics, each with a short "starter" bibliography (to be expanded by the student), by the end of fall preceding the exams.

In April prior to the exam, students who have not yet earned an M.A. in Musicology (or the equivalent) at another institution will submit a portfolio consisting of two revised final papers (or one final paper and a final project) from UCLA Musicology seminars, to be read by the faculty Examination Committee. Students who enter with an M.A. in Musicology or the equivalent from another institution are not required to submit the portfolio.

The Examination Committee will devise a specific essay prompt for five of the nine topics distributed in the previous fall for a four-day "take home" exam to be administered in the spring quarter, from which each student will choose three prompts to respond to in an essay of 2500-3500 words, inclusive of short-form citations but exclusive of bibliography.

Finally, if the Examination Committee deems that all submitted materials (portfolio and exam essays) are acceptable, there will be an oral exam of up to two hours with the Examination Committee, in which the student's revised seminar papers (if required) and take-home essays will be discussed, including possibilities and strategies for publication of seminar papers where warranted.

The oral exam will culminate in one of four outcomes: Pass (to the Ph.D.), Pass with Revision, Terminal Pass (M.A. only), or Fail. In the case of a Fail, the student may retake the exam only once, under conditions determined by the Examination Committee. In the case of a Terminal Pass (M.A. only), students are not permitted to retake the exam.

Special Fields Exam

Written Qualifying Exam

In accordance with Graduate Division's requirement that all doctoral students complete and pass university written and oral qualifying examinations prior to doctoral advancement to candidacy, the department has developed the Special Fields Exam to correspond to the written portion of qualifying exams. The Special Fields Exam has both a written and oral component, which are separate from the university oral qualifying exam.

Soon after completion of the doctoral course work, normally at the end of the third year, students take the Special Fields Examination, which includes both written and oral components. By this time, the student must have decided upon an area of specialization and secured the agreement of a qualified faculty member to serve as the dissertation adviser. Taking into account the field designated and the suggestions of the student and the advisor, the chair approves the appointment of three faculty members to serve as the examining committee. Three months before the examination, the student submits to the committee members a reading and repertoire list related to the area of specialization. Typically, this consists of a bibliography in the general area of the dissertation research and a list of relevant musical works, together totaling no more than 50 items.

The members of the examining committee (in consultation with one another to avoid duplication) each formulate one or more questions relating to the topic, repertoire, and methods thus staked out by the student. The student is allowed one week to address these topics using any desired research materials, but is not allowed to seek or receive assistance from professional editors, colleagues, or AI while planning and writing their essays. Each essay should begin by stating the question it is addressing and typically consist of 3000-4000 words, inclusive of short-form citations but not bibliography. If the student chooses to use full Chicago citations, these should go in the footnotes, which will not be counted toward the word count.

After the completed written examination has been distributed to the examiners, a two-hour oral examination is scheduled. At this time, the committee may discuss the results of the written examination with the student and ask further questions related to the area of the dissertation research.

If a majority of the committee determines that the written and oral examinations have been passed, the student begins preparation for the second stage, the University Oral Qualifying Examination. If the committee determines that the written and oral examinations have not been passed, the student may retake the Special Field Examination after six months of further preparation. More than one such attempt may be granted at the discretion of the full faculty.

Constitution of Doctoral Committee

Constitution of Doctoral Committee

The student should be thinking early on about which faculty members they want to ask to serve on their doctoral committee, especially regarding whom they might want to chair and whom they might ask to serve as outside members. In many cases, the Special Fields committee will continue as the departmental segment of the doctoral committee, but that is not a requirement. Recently, Graduate Division loosened its requirements for doctoral committees, requiring that each department develop its own criteria. Musicology's department rules now allow combinations other than the traditional configuration of three departmental members and one outside member.

All doctoral committees require a minimum of four members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments limited to Professor (any rank), Professor or Associate Professor Emeritus, Professor in Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in-residence series).

1. The Chair (or one of the Co-Chairs) must come from the home department (this is the new minimum set by the Graduate Council). The Chair always must hold a current Academic Senate faculty appointment.
2. At least one of the other members of the committee must be "inside" but with respect to this member's affiliation, "inside" can mean belonging to any of the three departments in the UCLA Herb Alpert School of Music.
3. At least one of the members of the committee must be "outside," but with respect to this member's affiliation, those holding a 0% appointment in the department will be considered "outside."
4. The fourth member (and any additional members) of the committee may be either inside or outside.

Graduate students play a major role in deciding the composition of their committee, usually in consultation with their prospective chair. Within the committee composition guidelines created by Graduate Division, and with a reasonable expectation of consultation with their prospective chair, the department of Musicology supports its students in nominating faculty members of their choice to discuss the possibility of their forming part of the dissertation committee.

University Oral Qualifying Exam

University Oral Qualifying Exam

(Dissertation Proposal Defense & Advancement to Candidacy)

The University Oral Qualifying Examination is a defense of the dissertation prospectus. All other requirements, including language proficiency, must be satisfied before this examination can be scheduled. At least two weeks before the examination, the student must submit the prospectus to the members of the examination committee, who may include, but are not required to include, the members of the first committee.

The prospectus must be a substantially researched overview of the proposed dissertation that demonstrates that the student is fully prepared to undertake the dissertation project. Students are encouraged to consult with the members of their committee before the examination, which concentrates on the feasibility and significance of the project and the student's preparation for it. If the defense is unsatisfactory, the candidate may repeat the examination once, at the discretion of the full faculty. After passing this examination, the student is advanced to candidacy and begins to write the dissertation. Candidates are encouraged to enroll in or audit seminars in their field whenever they are offered.

Final Oral Defense & Filing

Final Oral Defense & Filing

Final Oral Defense

The oral defense of the dissertation is scheduled when the Dissertation Committee Chair and the candidate agree that the work is ready for defense. Complete copies of the dissertation must be delivered (or emailed if member states this is acceptable) to each member of the committee at least three weeks in advance of the defense. Please note that the student should consult with their advisor about the rules currently in place regarding remote participation in exams, and be sure that they are in compliance. Allow plenty of time to schedule the oral examination, and be aware that faculty members tend to plan travel, research, and sabbatical leaves months, even years in advance.

Filing

For advice on preparing and filing your dissertation, see the [Graduate Division website](#).

You are strongly encouraged to attend one of the quarterly [Dissertation Filing Workshops](#).

Be aware that you are not required to obtain any copyright permissions in order to file your dissertation. Even for later publication of your work as a book, Fair Use protects most uses of copyrighted materials provided that they are reproduced only in part, for academic purposes of commentary or criticism, so long as such use does not harm the economic value of the copyright. But in any case, university policy explicitly states that no copyright permissions of any kind are required in order to file the dissertation.

If you have any questions regarding copyright and/or embargoes for your work, please contact the Copyright & Licensing Librarian, Martin J. Brennan at martinjbrennan@library.ucla.edu or (310) 206-0039.

For further information on Fair Use, see also the American Musicology Society's statement on Fair Use, available at http://www.ams-net.org/AMS_Fair_Use_Statement.pdf

Support and Awards

Departmental Teaching Award

Each Spring, the faculty presents a departmental Distinguished Teaching Award to a graduate student, based on teaching evaluations and short statements from the those receiving the top scores. In addition to assisting the faculty in selecting an awardee, they're meant to give TAs practice writing teaching statements in preparation for applying for academic jobs. Statements should be no more than one page each, and they should contain a TA's qualitative assessment of her or his teaching over the evaluated period, rather than a teaching philosophy statement.

The Professor Ciro Zoppo Graduate Student Award in Music

The \$3,000 fellowship will be awarded to a graduate student in the School of Music to support research and travel in connection with a research project that will culminate in a public presentation and concert. Applicants must submit the following:

- a 500 word essay that describes how the Professor Ciro Zoppo Graduate Student Award will enhance a clearly defined research project, and includes a plan for the performance
- a detailed budget that includes the concert and recording as well as travel and research expenses
- a detailed resume or curriculum vita

Applicants must possess a grade point average of 3.5 or higher. The award will be given only to students who are conducting research on non-canonical composers, whose production took place prior to 1950, who have limited or no publication. Research should include the use of, but is not restricted to, church records, library holdings, or personal interviews.

The recipient of the award will give a public presentation on the research project, in the academic year after the award was presented. The public presentation must include a concert, not necessarily by the recipient, along with a report of the research findings; the concert should not be presented as a lecture-demonstration. A DVD and/or sound recording must be made of the performance.

Herman and Celia Wise Best Dissertation Chapter Award

This award is given annually to a graduate student in Musicology who has advanced to Ph.D. candidacy. The basis for the award is a dissertation chapter. A faculty subcommittee judges the submissions; a different committee is constituted each year. The prize includes a cash award, the amount of which varies somewhat from year to year but has always been \$1000 or more. Students must be in good academic standing to be considered for the award. Submissions are solicited during the Spring quarter and the award is announced at the end of the school year.

The Friends of Musicology Best Seminar Paper Award

This award, established by the Friends of Musicology, is given annually to a graduate student in Musicology. The award is for pre-dissertation work to be done in the department, normally a seminar paper. Students typically revise their papers in preparation for the competition. A subcommittee of faculty members judges the submissions; a different committee is constituted each year. The prize includes a cash award, the amount of which varies somewhat from year to year but has always been \$1000 or more. Students must be in good academic standing to be considered for the award.

Support and Awards

(Continued...)

Travel

For those interested in presenting a paper or attending a conference, there are funding resources available. Please apply for these in this order:

The Graduate Division now offers the **Doctoral Travel Grant**, which will reimburse up to \$1000 related to conference participation through the student's 7th year in the doctoral program. More information [here](#).

The Herb Alpert School of Music also provides a **Student Opportunity Fund** for reimbursement of expenses related to research, performances, classes, camps, and conferences up to \$800 per academic year. More information [here](#).

The Musicology department may provide up to \$600 per academic year for expenses to present at a conference. To apply, request the Departmental Conference Fund application from your SAO.

Other (External) Awards

There are a multitude of external travel and research grants available for musicologists! You are encouraged to seek them out yourself. If you have questions about applying for these, or would like help identifying them based on your research area, though, please feel free to reach out to your SAO.

Graduate Division Awards

A detailed list of awards can be found on the [Graduate Student Financial Support for Continuing Students page](#). The SAO will also send out a fellowship calendar in early Winter quarter with a list of deadlines for Graduate Division awards and other well-known fellowships/ awards.

Students are encouraged to apply for Graduate Research Mentorships (GRMs) in their second or third year. For information on this and other sources of continuing support, see the [Graduate Division continuing support webpage](#).

Support and Awards

(Continued...)

Academic Senate Award Opportunities

The The UCLA Academic Senate welcomes nominations for the Diversity, Equity, and Inclusion Awards from individuals in departments, interdepartmental degree programs, institutes, or other academic units who qualify for the Diversity, Equity, and Inclusion Awards. For more information, visit the Academic Senate website: <https://senate.ucla.edu/content/award-opportunities>

Summer Support

The department and the university may provide a number of opportunities for graduate student teaching experience and financial support during the summer.

For information on Graduate Summer Research Mentorships (GSRM), see [this page](#).

Most graduate students will at some point teach during the Summer sessions. Requests for summer teaching appointments are solicited in the Fall, and appointments are based on seniority, degree progress, prior teaching experience, and expertise in the particular subject matter of the course.

Other Support

There may also be opportunities for additional support through appointments as an Academic Student Employee (ASE) or Graduate Student Researcher (GSR). ASE appointments include TAs as well as Readers, Special Readers, and Tutors. For more information, please visit Graduate Division's page on Working at UCLA: <https://grad.ucla.edu/funding/working-at-ucla/>

Graduate Guidebook Closing

As you conclude your review of the graduate guidebook, we encourage you to keep in mind the important reminders, support, program checklists, degree milestones, and guidelines provided. These resources are designed to help you navigate your academic journey with clarity and confidence. Don't forget to take advantage of the campus assistance services available to support you throughout your time at UCLA.

We wish you every success in your graduate studies and encourage you to reach out to your advisors and faculty members for guidance along the way. Stay engaged, stay organized, and embrace the opportunities ahead.

— Department of Musicology